



TOWN OF GRANBY
Office of Community Development, Inland Wetlands and Watercourses Commission
Telephone: (860) 844-5318, www.granby-ct.gov

Application for Inland Wetlands & Watercourses Activity

Application For: Permit Extension Modification (Existing Permit/Application #): _____
Wetlands Map Amend. Request for Review Other: _____

Property Location and Nearest Intersection: _____
 Size of Parcel: _____ Zone: _____ Map/Lot: _____ Current Use: _____

Applicant's Name: _____
 Complete Address: _____
 Daytime Phone: _____ Evening Phone: _____ Fax: _____
 Email: _____

Owner's Name: _____
If the owner is a corporation, or other non-individual entity, include the primary contact information
 Complete Address: _____
 Phone Daytime Phone: _____ Evening Phone: _____ Fax: _____

Applicant's Representative: _____
 Complete Address: _____
 Daytime Phone: _____ Evening Phone: _____ Fax: _____

*****PLEASE ATTACH ADDITIONAL SHEET IF NECESSARY*****

Project Name and Brief Description (i.e. residential, agricultural, commercial, number of lots, etc.): _____

Is any portion of the property located within 500 feet of an adjoining municipality? _____
 Wetlands Located on Property (in square feet (sq. ft.)): _____ Wetlands to be impacted (sq. ft.): _____
 Watercourses Located on Property? _____ Name or Type of Watercourse: _____
 Are Proposed Activities Located within the 100-Year Floodplain? _____ Floodway? _____
 Are there slopes with grades in excess of 15% located on the property? _____
 Do Proposed Activities Require Review by the PZC? _____

*****SEE APPLICATION CHECKLIST ON BACK for MINIMUM APPLICATION REQUIREMENTS*****

The applicant understands that this application is to be considered complete only when all information and documents required by the Commission have been submitted. The undersigned warrants the truth of all statements contained herein and in all supporting documents according to the best of his/her knowledge and belief. Permission is granted to the Town of Granby, Inland Wetlands & Watercourses Commission, and its agent (s) to inspect the subject land, at reasonable times, during the pendency of an application and for the life of the permit.

Applicant's Signature: _____ Date: _____
 Owner's Signature: _____ Date: _____

<u>FOR OFFICE USE</u>	
<u>Application #:</u> _____	<u>Date Submitted:</u> _____
<u>Fee amt./Check or Cash:</u> _____	<u>Date of Receipt:</u> _____
<u>Agent Ruling:</u> _____	<u>Date Approved/Denied:</u> _____

See Reverse Side for Conditions of Approval or Reason for Denial

Granby Inland Wetlands and Watercourses Commission Application Checklist

N/A	Appl.	Documents Required
<input type="checkbox"/>	<input type="checkbox"/>	Applications and revised materials must be submitted to the Office of Community Development no later than 5 pm eight (8) days prior to the IWWC meeting to be fully reviewed by the IWWC, otherwise applications may only be received.
<input type="checkbox"/>	<input type="checkbox"/>	An original of the completed application form and site plan and two (2) full size copies of the set of site plans and any reports.
<input type="checkbox"/>	<input type="checkbox"/>	Seven (7) 11X17 (or full size) sets copies of site plans and complete application, including one (1) complete digital copy of submission.
<input type="checkbox"/>	<input type="checkbox"/>	Application Fee (see following page for calculation)
<input type="checkbox"/>	<input type="checkbox"/>	Pre and post development stormwater drainage calculations, with drainage area map, except for single-family homes, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Report on soil types and characteristics from Professional Soil Scientist who delineated wetlands. Report shall include a minimum of one field soil profile for each wetland soil type within project area. Profile shall be presented in data sheet format.
<input type="checkbox"/>	<input type="checkbox"/>	The applicant must certify whether any portion of the property is within 500 feet of an adjoining municipality, whether streets from an adjoining municipality will be used for entering or exiting the site, whether sewer or water drainage will flow through or impact an adjoining municipality or whether water run-off will impact streets or adjoining municipal or private property within an adjoining municipality. If the project falls within any of the above mentioned definitions, then a letter must be sent by certified mail to the adjoining municipalities Inland Wetlands Agency along with a copy of the application and site plan being submitted to this Commission. Evidence of submission shall be submitted to the Granby IWWC.
<input type="checkbox"/>	<input type="checkbox"/>	For proposed wetland impacts, a wetland assessment report from a soil scientist or other qualified individual. Mitigation activities shall also be described.

N/A	Appl.	Site Plan Requirements
<input type="checkbox"/>	<input type="checkbox"/>	Stamped by a Professional Engineer registered in the State of Connecticut.
<input type="checkbox"/>	<input type="checkbox"/>	Property boundaries, north arrow, name of project, date and type of drawing, subsequent dates of revision with description, names and addresses of engineers and surveyors (when appropriate), location map, property owners(s) and adjacent property owners.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed topography, structures, utilities, roadways and buildings. Plan/profile sheets shall be included for roads and all off road pipelines.
<input type="checkbox"/>	<input type="checkbox"/>	Soil types as mapped by the National Resource Conservation Service.
<input type="checkbox"/>	<input type="checkbox"/>	Wetlands or watercourses located on adjacent properties when proposed activities may be located in the Upland Review Area.
<input type="checkbox"/>	<input type="checkbox"/>	Alternatives considered and rejected to be either shown on a site plan or explained in narrative form.
<input type="checkbox"/>	<input type="checkbox"/>	Soil and Erosion Control Measures including Narrative, per 2002 CT E&S Control Guidelines at a minimum.
<input type="checkbox"/>	<input type="checkbox"/>	Wetland boundaries delineated by a Professional Soil Scientist whose signatures is required on site plan.
<input type="checkbox"/>	<input type="checkbox"/>	Limits of Upland Review Areas.
<input type="checkbox"/>	<input type="checkbox"/>	Cuts and fill volumes indicating source and type of fill, destination of removed fill, except for single-family homes or similar.
<input type="checkbox"/>	<input type="checkbox"/>	Limits of woody vegetation clearing.
<input type="checkbox"/>	<input type="checkbox"/>	Well locations and setbacks from septic systems and drainage swales.
<input type="checkbox"/>	<input type="checkbox"/>	Septic system locations including reserve areas, existing and proposed grading, spot grades and setbacks from wetland areas.
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater drainage systems.
<input type="checkbox"/>	<input type="checkbox"/>	All existing and proposed pipe sizes, lengths and inverts.
<input type="checkbox"/>	<input type="checkbox"/>	Test pit and soil profile locations.
<input type="checkbox"/>	<input type="checkbox"/>	Acreages of wetlands/watercourses on the site and the acreages presented separately of wetlands, watercourses or upland review areas to be altered.
<input type="checkbox"/>	<input type="checkbox"/>	Boundaries of 100-year floodplain or floodways as determined by FEMA.
<input type="checkbox"/>	<input type="checkbox"/>	Erosion and sediment control details along with a sequence plan.
<input type="checkbox"/>	<input type="checkbox"/>	Test pit logs
<input type="checkbox"/>	<input type="checkbox"/>	Details of all proposed site improvements (i.e. drainage structures, pipes, footing drains, curtain drains, dewatering, cross section of septic system or sewer connection, cross section of detention, retention, or sediment basins, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Construction sequence specifications.

N/A	Appl.	Public Hearing (If Required)
<input type="checkbox"/>	<input type="checkbox"/>	The Town of Granby Office of Community Development is responsible for publishing the legal notice. THE GRANBY IWWC MAY REQUEST ADDITIONAL INFORMATION DURING THE PERMIT PROCESS AS NECESSARY.

**SECTION 19
FEES**

19.5 Fee Schedule. Application fees shall be based on the following schedule.

<u>ACTIVITY</u>	<u>FEE/ AREA / #</u>	<u>APPLIED</u>
State of Connecticut Land Use Fee	\$60.00	\$ 60.00 +
Permitted Uses As-of-Right & Non-Regulated Uses	None	None

CATEGORY 1 - RESIDENTIAL/SINGLE-FAMILY RESIDENCES (INCLUDING 2-LOT SUBDIVISIONS)

I. Base Fee		
a. General Application	\$150.00 + II	\$ _____ +
b. Accessory to Existing Primary Structure	\$80.00 + II	\$ _____ +
c. Modification to Existing Approval	\$30.00 + II	\$ _____ +
II. Activity Fee		
a. \$100.00 per Watercourse Crossing	_____ (#)	\$ _____ +
b. \$0.02 per sq. ft. of Wetland Disturbance Within Upland Review Area...	_____ SF	\$ _____ +
c. \$100.00 per Structure (greater than 200 sq. ft.)	_____ (#)	\$ _____ +
d. \$0.01 per sq. ft. of Impervious Surface	_____ SF	\$ _____ +
e. \$250.00 per Stormwater Management Basin	_____ (#)	\$ _____ +
f. \$100.00 per Storm Drain Outfall	_____ (#)	\$ _____ +
g. \$0.01 per sq. ft. of Steep Slope Disturbance (Slopes Greater than 2:1 – Define Area on Plan)	_____ SF	\$ _____ +
h. \$0.005 per sq. ft. of Woody Vegetation Clear-Cut	_____ SF	\$ _____ +
➤ TOTAL FEE – CATEGORY 1		\$ _____

CATEGORY 2 - SUBDIVISIONS (GREATER THAN 2-LOTS)/CONDOMINIUMS, MULTI-FAMILY UNITS/COMMERCIAL

I. Base Fee		
a. General Application Per Primary Structure (up to 5)	\$300.00/(+II)	\$ _____ +
i. Fee Per Each Primary Structure Beyond 5	\$20.00 (+II)	\$ _____ +
b. Accessory to Existing Primary Structure	\$150.00 (+II)	\$ _____ +
c. Modification to Existing Approval	\$60.00 (+II)	\$ _____ +
II. Activity Fee*		
a. \$200.00 per Watercourse Crossing	_____ (#)	\$ _____ +
b. \$0.04 per sq. ft. of Wetland Disturbance Within Upland Review Area...	_____ SF	\$ _____ +
c. \$100.00 per Structure	_____ (#)	\$ _____ +
d. \$0.02 per sq. ft. of Impervious Surface	_____ SF	\$ _____ +
e. \$250.00 per Stormwater Management Basin	_____ (#)	\$ _____ +
f. \$100.00 per Storm Drain Outfall	_____ (#)	\$ _____ +
g. \$0.02 per sq. ft. of Steep Slope Disturbance (Slopes Greater than 2:1 – Defined Area on Plan)	_____ SF	\$ _____ +
h. \$0.01 per sq. ft. of Woody Vegetation Clear-Cut	_____ SF	\$ _____ +
➤ TOTAL FEE – CATEGORY 2		\$ _____

<u>ACTIVITY</u>	<u>FEE/ AREA / #</u>	<u>APPLIED</u>
CATEGORY 3 – ALL OTHER APPLICATIONS		
I. Base Fee		
a. General Application	\$200.00 (+II)	\$ _____ +
b. Modification to Existing Approval	\$60.00 (+II)	\$ _____ +
II. Activity Fee*		
a. \$200.00 per Watercourse Crossing	_____ (#)	\$ _____ +
b. \$0.04 per sq. ft. of Wetland Disturbance	_____ SF	\$ _____ +
Within Upland Review Area...		
c. \$100.00 per Structure	_____ (#)	\$ _____ +
d. \$0.02 per sq. ft. of Impervious Surface	_____ SF	\$ _____ +
e. \$250.00 per Stormwater Management Basin	_____ (#)	\$ _____ +
f. \$100.00 per Storm Drain Outfall	_____ (#)	\$ _____ +
g. \$0.02 per sq. ft. of Steep Slope Disturbance (Slopes Greater than 2:1 – Defined Area on Plan)	_____ SF	\$ _____ +
h. \$0.01 per sq. ft. of Woody Vegetation Clear-Cut	_____ SF	\$ _____ +
➤ TOTAL FEE – CATEGORY 3		\$ _____
III. Significant Activity Fee	\$300.00	\$ _____ +
IV. Permit Extension Fee		
a. Residential Uses	\$40.00	\$ _____ +
b. Commercial/Industrial/Other Uses	\$80.00	\$ _____ +
V. Map and Regulation Amendments	\$250.00	\$ _____ +
➤ APPLICATION FEE SUBTOTAL		\$ _____ +
VI. Post Activity Application Fee	20% of Fee Subtotal	\$ _____ +
➤ TOTAL APPLICATION FEE:		\$ _____

Boards, Commissions, Agencies and Departments of the Town of Granby are exempt from all fee requirements.

VII. Complex Application Fee – Section 22a-42a of the Connecticut General Statutes states that an applicant shall pay a fee equal to the Town’s expenditures in hiring outside consultants and experts to analyze, review and report on issues requiring such experts. Such fee may include, but not be limited to, the cost of retaining experts to analyze, review, and report on issues requiring such experts. The Commission or the duly authorized agent shall estimate the complex application fee which shall be paid pursuant to section 19.1 of these regulations within 10 days of the applicant’s receipt or notice of such estimate. Any portion of the complex application fee in excess of the actual cost shall be refunded to the applicant no later than 30 days after publication of the Commission’s decision.

STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM

Pursuant to section 22a-39(m) of the General Statutes of Connecticut and section 22a-39-14 of the Regulations of Connecticut State Agencies, inland wetlands agencies must complete the Statewide Inland Wetlands & Watercourses Activity Reporting Form for **each** action taken by such agency.

This form may be made part of a municipality's inland wetlands application package. If the municipality chooses to do this, it is recommended that a copy of the Town and Quadrangle Index of Connecticut and a copy of the municipality's subregional drainage basin map be included in the package.

Please remember, the inland wetlands agency is responsible for ensuring that the information provided is **accurate** and that it reflects the **final** action of the agency. Incomplete or incomprehensible forms will be mailed back to the agency. Instructions for completing the form are located on the following pages.

The inland wetlands agency shall mail completed forms for actions taken during a calendar month no later than the 15th day of the following month to the Department of Energy and Environmental Protection (DEEP). Do **not** mail this cover page or the instruction pages. Please mail **only** the **completed** reporting form to:

DEEP Land & Water Resources Division
Inland Wetlands Management Program
79 Elm Street, 3rd Floor
Hartford, CT 06106

Questions may be directed to the DEEP's Inland Wetlands Management Program at (860) 424-3019.

INSTRUCTIONS FOR COMPLETING

THE STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM

*Use a separate form to report EACH action taken by the Agency. Complete the form as described below.
Do NOT submit a reporting form for withdrawn actions.*

PART I: Must Be Completed By The Inland Wetlands Agency

1. Choose the year and month the Inland Wetlands Agency took the action being reported. If multiple actions were taken regarding the same project or activity then multiple forms need to be completed.
2. Choose ONE code letter to describe the final action or decision taken by the Inland Wetlands Agency. Do NOT submit a reporting form for withdrawn actions. Do NOT enter multiple code letters (for example: if an enforcement notice was given and subsequent permit issued - two forms for the two separate actions are to be completed).
 - A** = A Permit Granted by the Inland Wetlands Agency (not including map amendments, see code D below)
 - B** = Any Permit Denied by the Inland Wetlands Agency
 - C** = A Permit Renewed or Amended by the Inland Wetlands Agency
 - D** = A Map Amendment to the Official Town Wetlands Map - or -
An Approved/Permitted Wetland or Watercourse Boundary Amendment to a Project Site Map
 - E** = An Enforcement Action: Permit Revocation, Citation, Notice of Violation, Order, Court Injunction, or Court Fines
 - F** = A Jurisdictional Ruling by the Inland Wetlands Agency (i.e.: activities "permitted as of right" or activities considered non-regulated)
 - G** = An Agent Approval pursuant to CGS 22a-42a(c)(2)
 - H** = An Appeal of Agent Approval Pursuant to 22a-42a(c)(2)
3. Check "yes" if a public hearing was held in regards to the action taken; otherwise check "no".
4. Enter the name of the Inland Wetlands Agency official verifying that the information provided on this form is accurate and that it reflects the FINAL action of the agency.

PART II: To Be Completed By The Inland Wetlands Agency Or The Applicant - If Part II is completed by the applicant, the applicant MUST return the form to the Inland Wetlands Agency. The Inland Wetlands Agency MUST ensure that the information provided is accurate and that it reflects the FINAL action of the Agency.

5. Enter the name of the municipality for which the Inland Wetlands Agency has jurisdiction and in which the action/project/activity is occurring.

Check "yes" if the action/project/activity crosses municipal boundaries and enter the name(s) of the other municipality(ies) where indicated. Check "no" if it does not cross municipal boundaries.
6. Enter the USGS Quad Map name or number (1 through 115) as found on the Connecticut Town and Quadrangle Index Map (the directory to all USGS Quad Maps) that contains the location of the action/project/activity. Click on the following website for USGS Quad Map information:
http://ct.gov/deep/lib/deep/gis/resources/Index_NamedQuadTown.pdf

ALSO enter the four-digit identification number of the corresponding Subregional Drainage Basin in which the action/project/activity is located. If the action/project/activity is located in more than one subregional drainage basin, enter the number of the basin in which the majority of the action/project/activity is located. Town subregional drainage basin maps can be found at UConn – CLEAR's website: http://clear.uconn.edu/data/map_set/index.htm
7. Enter the name of the individual applying for, petitioning, or receiving the action.
8. Enter the name and address or location of the action/project/activity. Check if the action/project/activity is TEMPORARY or PERMANENT in nature. Also provide a brief DESCRIPTION of the action/project/activity. It is always best to provide as much information as possible (i.e., don't just state "forestry", provide details such as "20 acre forestry harvest, permit required for stream crossing".)

9. Carefully review the list below and enter ONLY ONE code letter which best characterizes the action/project/activity. All state agency projects must code "N".

- | | |
|--|---|
| A = Residential Improvement by Homeowner | I = Storm Water / Flood Control |
| B = New Residential Development for Single Family Units | J = Erosion / Sedimentation Control |
| C = New Residential Development for Multi-Family / Condos | K = Recreation / Boating / Navigation |
| D = Commercial / Industrial Uses | L = Routine Maintenance |
| E = Municipal Project | M = Map Amendment |
| F = Utility Company Project | N = State Agency Project |
| G = Agriculture, Forestry or Conservation | P = Other (this code includes the approval of
concept plans with no-on-the-ground work) |
| H = Wetland Restoration, Enhancement, Creation | |

10. Enter between one and four code numbers to best characterize the project or activity being reported. Enter "NA" if this form is being completed for the action of map amendment. You MUST provide code 12 if the activity is located in an established upland review area. You MUST provide code 14 if the activity is located beyond the established upland review area or no established upland review area exists.

- | | |
|--|--|
| 1 = Filling | 8 = Underground Utilities Only (no other activities) |
| 2 = Excavation | 9 = Roadway / Driveway Construction |
| 3 = Land Clearing / Grubbing (no other activity) | 10 = Drainage Improvements |
| 4 = Stream Channelization | 11 = Pond, Lake Dredging / Dam Construction |
| 5 = Stream Stabilization (includes lakeshore stabilization) | 12 = Activity in an Established Upland Review
Area |
| 6 = Stream Clearance (removal of debris only) | 14 = Activity in Upland |
| 7 = Culverting (not for roadways) | |

Examples: Jurisdictional ruling allowing construction of a parking lot in an upland where the municipality does not have an established upland review area must use code 14, other possible codes are 2 and 10. Permitted construction of a free standing garage (residential improvement by homeowner) partially in an established upland review area with the remainder in the upland must use code 12 and 14, other possible codes are 1 and 2.

11. Leave blank for TEMPORARY alterations but please indicate action/project/activity is temporary under question #8 on the form. For PERMANENT alterations, enter in acres the area of wetland soils or watercourses altered. Include areas that are permanently altered, or are proposed to be, for all agency permits, denials, amendments, renewals, jurisdictional rulings, and enforcement actions. For those activities that involve filling or dredging of lakes, ponds or similar open water bodies enter the acres filled or dredged under "open water body". For those activities that involve directly altering a linear reach of a brook, river, lakeshore or similar linear watercourse, enter the total linear feet altered under "stream". Remember that these figures represent only the acreage altered not the total acreage of wetlands or watercourses on the site. You MUST provide all information in ACRES (or linear feet as indicated) including those areas less than one acre. To convert from square feet to acres, divide square feet by the number 43,560. If this report is being completed for an agency jurisdictional ruling and detailed information is not available, provide an estimate. Enter zero if there is no alteration.
12. Enter in acres the area of upland altered as a result of an ACTIVITY REGULATED BY the inland wetlands agency, or as a result of an AGENT APPROVAL pursuant to CGS section 22a-42a(c)(2). Leave blank for TEMPORARY alterations but please indicate action/project/activity is temporary under question #8 on the form. Include areas that are permanently altered, or proposed to be permanently altered, for all agent approvals, agency permits, denials, amendments, renewals, jurisdictional rulings, and enforcement actions. You MUST provide all information in ACRES including those areas less than one acre. See directions above (#11) for conversion factor. If this report is being completed for an agent approval or an agency jurisdictional ruling and detailed information is not available, provide an estimate. Enter zero if there is no alteration.
13. Enter the acres that are, or are proposed to be, restored, enhanced or created for all agency permits, denials, amendments, renewals, jurisdictional rulings and enforcement actions. NOTE restored or enhanced applies to previously existing wetlands or watercourses. Created applies to a non-wetland or non-watercourse area which is converted into wetlands or watercourses (question #10 must provide 12 and/or 14 as an answer, and question #12 must also be answered). You MUST provide all information in ACRES including those areas less than one acre. See directions above (#11) for conversion factor. Enter zero if there is no restoration, enhancement or creation.

PART III: To Be Completed By The DEEP - Please leave this area blank. Incomplete or incomprehensible forms will be mailed back to the inland wetlands agency.



Statewide Inland Wetlands & Watercourses Activity Reporting Form

Please complete and mail this form in accordance with the instructions on pages 2 and 3 to:

DEEP Land & Water Resources Division, Inland Wetlands Management Program, 79 Elm Street, 3rd Floor, Hartford, CT 06106

Incomplete or incomprehensible forms will be mailed back to the inland wetlands agency.

PART I: Must Be Completed By The Inland Wetlands Agency

- DATE ACTION WAS TAKEN: year: _____ month: _____
- ACTION TAKEN (see instructions, only use one code): _____
- WAS A PUBLIC HEARING HELD (check one)? yes no
- NAME OF AGENCY OFFICIAL VERIFYING AND COMPLETING THIS FORM:
(print name) _____ (signature) _____

PART II: To Be Completed By The Inland Wetlands Agency Or The Applicant

- TOWN IN WHICH THE ACTION IS OCCURRING (print name): _____
does this project cross municipal boundaries (check one)? yes no
if yes, list the other town(s) in which the action is occurring (print name(s)): _____, _____
- LOCATION (see instructions for information): USGS quad name: _____ or number: _____
subregional drainage basin number: _____
- NAME OF APPLICANT, VIOLATOR OR PETITIONER (print name): _____
- NAME & ADDRESS / LOCATION OF PROJECT SITE (print information): _____
briefly describe the action/project/activity (check and print information): temporary permanent description: _____
- ACTIVITY PURPOSE CODE (see instructions, only use one code): _____
- ACTIVITY TYPE CODE(S) (see instructions for codes): _____, _____, _____, _____
- WETLAND / WATERCOURSE AREA ALTERED (must provide acres or linear feet):
wetlands: _____ acres open water body: _____ acres stream: _____ linear feet
- UPLAND AREA ALTERED (must provide acres): _____ acres
- AREA OF WETLANDS / WATERCOURSES RESTORED, ENHANCED OR CREATED (must provide acres): _____ acres

DATE RECEIVED:

PART III: To Be Completed By The DEEP

DATE RETURNED TO DEEP:

FORM COMPLETED: YES NO

FORM CORRECTED / COMPLETED: YES NO